



Job Description

Internal Recruiter

Job Details	
Grade	4
Number of Posts	1
Department	HR
Reporting to	Talent Acquisition Partner

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Key Responsibilities

- Undertake recruitment at all levels, supporting and advising on appropriate advertising media, ensuring JDs and adverts are correct, arranging interviews with appropriate stakeholders, and administering assessment centres, as appropriate
- Monitor the agency master vendor contract daily operation, acting as the single point of contact for the Trust in relation to all agency placements and work in partnership with the contract management team, as well as off-contract providers including those on a self-contracting basis and advising in relation to IR35.
- Manage the offer process with candidates and recruitment agencies, assisting the hiring manager with offer documentation ensuring inductions are scheduled as appropriate.
- Deliver professional, customer focussed advice and support on recruitment and selection to the Trust.
- Foster excellent professional working relationships across teams within the Trust including working closely with managers, staff and external stakeholders and partners.
- Provide advice and support in accordance with relevant legislation and Trust policies and procedures.
- Support the wider team in ensuring continuous improvement within the designated service areas and benchmark recruitment and selection performance against local and national expectations.
- Undertake Trust wide recruitment activities, providing advice and support and working closely with the service areas on bespoke and volume recruitment campaigns.
- Undertake recruitment at all levels but specifically focussed on the qualified social worker field and administer recruitment programmes and selection as requested.
- Promote the ethos amongst the hiring managers of self-service wherever possible, referring to Human Resources as necessary.



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| <ul style="list-style-type: none">• Provide competent, solution focussed advice and guidance on all matters pertaining to recruitment and be a single point of contact for the hiring managers at the Trust. |
| <ul style="list-style-type: none">• Keep an accurate tracker of all agency/interim vacancies and usage across the Trust and liaise directly with the master vendor on behalf of the hiring managers, including carrying out monthly review meetings with agencies to monitor standards and quality of agency workers. |
| <ul style="list-style-type: none">• Provide weekly and monthly updates to hiring managers on the status of vacancies, including collating and reporting on key performance indicator in relation to agency usage. |
| <ul style="list-style-type: none">• Carry out monthly supplier contract meetings to ensure all vacancies have consistent candidate generation flow and updated information and to communicate all new agency initiatives, marketing information and offers to the Trust. |
| <ul style="list-style-type: none">• Working with internal stakeholders in communication to devise and implement recruitment campaigns to encourage candidate attraction from the widest pool of talent regionally and nationally. Attending recruitment and career events to build networks. |
| <ul style="list-style-type: none">• Supporting hiring managers with arranging interviews, ensuring smooth operation. |
| <ul style="list-style-type: none">• Ensuring timely and correct onboarding and compliance processes including carrying out clearance checks and linking in with hiring managers. |
| <ul style="list-style-type: none">• Ensuring new agency starters have all IT equipment / ID badge are ready for start date and arranging new agency workers inductions. |
| <ul style="list-style-type: none">• Seeking continual improvements in supply-chain and increasing the number of agency providers to work in partnership with the Trust. |
| <ul style="list-style-type: none">• Maintain an awareness of key strategic and policy issues and act in accordance with the organisational values and behaviours. |
| <ul style="list-style-type: none">• Demonstrate a good understanding of all policies, procedures and terms and conditions of employees. |
| <ul style="list-style-type: none">• Contribute to the research, review and development of new and existing recruitment related policies and procedures |
| <ul style="list-style-type: none">• Understand and provide ongoing external market insight and solutions to support resourcing-based business decisions and recruitment challenges |
| <ul style="list-style-type: none">• Establish effective candidate attraction opportunities including advertising jobs on external job boards and utilising social networking solutions. |
| <ul style="list-style-type: none">• Act as a single point of contact with external social media solutions, such as LinkedIn and Indeed, and provide advice and support to hiring managers on the use of social media platforms to attract and recruit candidates. |



- Review and update all tools available to attract and retain staff.
- Track the candidate experience throughout the recruitment and on-boarding process to develop and review all processes to ensure continuous improvement.

Key Information

Is a Safeguarding Check needed?

- Not Required

Will this position have Line Manager Responsibility?

- No

Person Specification

Essential Criteria

Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications

CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF	Relevant graduate level qualification and/or significant experience of working within a recruitment and selection setting.
Qualifications	AF	Relevant professional membership or working towards
Qualifications	AF/I	In depth knowledge of recruitment and selection practices, policies and legislation.
Qualifications	AF/I	Experience of managing high volume bespoke recruitment campaigns, supporting hiring managers with writing advertisements, shortlisting, applying selection methods, making offers, and onboarding.
Qualifications	AF/I	Demonstratable working knowledge of using recruitment



		and selection social media platforms.
Qualifications	AF/I	IT Literacy, particularly MS Office and the use of recruitment databases.
Training	I	Willing to participate in any relevant training
Experience	AF/I	Experience of undertaking high volume agency and permanent recruitment and selection ideally in the social care field or similar.
Experience	AF/I	Experience of administering assessment centres and other recruitment tools.
Experience	I	Demonstrable evidence of providing a high-quality, front-line recruitment and selection service in a complex organisation
Experience	I	Proven ability to interpret complex data
Experience	I	Experience of working as an effective team member
Skills	AF/I	Good interpersonal skills and ability to communicate with a range of audiences via different media
Skills	I	Effective coaching, influencing and communication skills
Skills	AF/I	Ability to deal with many conflicting demands in a busy service
Skills	AF/I	Proficient organisational skills, with the ability to prioritise and work to conflicting deadlines
Skills	AF/I	Ability to work at scale and pace whilst maintaining an attention to detail



Skills	I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016
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At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.

